

Finance Division  
Purchasing

Our Mission:

*The mission of the Purchasing Department is to facilitate the procurement of all necessary quality products and services for Sedgwick County by following all applicable rules and laws governing governmental procurement in order to protect the monetary assets through prudent expenditures of taxpayers monies.*

**GOAL #1: Continue development of model procurement system to maintain professional functions and stature both internally and externally.**

Objective: Seek educational opportunities and maintain membership in various professional organizations to enhance professional abilities.

Objective: Document and develop 15 standard operational procedures to enhance procurement services by December 31, 2000.

Objective: Provide professional procurement developmental training opportunities for 50 County employees during FY2000.

Objective: Facilitate four full cooperative purchasing opportunities with the City of Wichita, USD 259, and Wichita State University during FY2000 to reduce costs for commodities and services.

Performance Measure	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Number of classes attended	23	20	20
Number of standard operational procedures developed	n/a	6	15
Number of County employees trained	25	50	50
Number of cooperative procurements completed	4	2	4

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**GOAL #2: Ensure the procurement process is open, fair, and provides opportunities for all interested vendors to participate.**

- Objective: Maintain advertising venues in eight various media outlets throughout FY2000 to maximize vendor awareness of business opportunities.
- Objective: Seek new, and cultivate existing, vendor relationships by conducting eighteen “vendor round table” meetings introducing vendors to County staff during FY2000.
- Objective: Increase the number of disadvantaged vendors on County bidders lists to 495 by December 31, 2000.
- Objective: Increase the average number of bids received for each purchase exceeding \$10,000 by 33% for FY2000.

Performance Measure	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Number of advertising venues	8	8	8
Number of vendor round table meetings	11	12	18
Number of disadvantaged vendors on bidders lists	449	471	495
Average number of bids received per purchase greater than \$10,000	\$4	\$6	\$8

**GOAL #3: Assure that quality and correct products and/or services are provided in a timely manner for the best possible price.**

- Objective: Reduce average purchase requisition processing time by one day in 2000.
- Objective: During 2000, reduce the number of purchase orders issued for less than \$500 as a share of total purchase orders to 55% by facilitating more contracts for annual quantity purchases and encouraging use of County credit cards.
- Objective: Increase the percentage of stakeholders identifying service received as “very good” to 50% during FY2000.
- Objective: Provide a method for 100 employees to increase their computer skills by offering County bid prices and payroll deduction plans for personal use in computer purchases.
- Objective: Reduce the number of transactions 6% while limiting the increase of cost per transaction to 7% in FY2000.

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Performance Measure	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Purchase requisition processing time (days)	5.00	4.75	3.75
Percentage of purchase orders issued for less than \$500	63.85%	60.00%	55.00%
Percentage of survey respondents identifying service received as "very good"	22.86%	n/a	50%
Number of employees purchasing computers through County	n/a	10	100
Number of transactions (purchase requisitions, requests for bid/proposal, purchase orders, and invoices) processed for payment	26,386	24,600	23,050
Percentage change of transactions	n/a	7%	6%
Cost per transaction	\$16.49	\$17.97	\$19.17
Percentage of change of cost/transaction	n/a	9%	7%

**Budget Highlights:**

The 2000 budget for the Purchasing Department increased 28.7% from the 1999 level. This increase reflects the addition of benefit costs to department budgets and a 3% general salary increase for all County employees. \$15,000 in capital outlay has been added to the budget for a new digital/network copier.

**Department Recap (1100-1103):**

	1998 Actual	1999 Revised	2000 Adopted	1999-2000 % Change
Personnel	371,905	373,642	485,952	30.1
Contractual Services	41,745	64,436	62,963	- 2.3
Commodities	8,703	4,000	5,000	25.0
Capital Outlay	4,436	0	15,000	n.a.
Total Department	426,789	442,078	568,915	28.7

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Staffing Detail:

Code	Classification	Range	1999 FTE	2000 FTE	Adopted Budget
KEH	Purchasing Manager	28	1.0	1.0	62,201
KEI	Assistant Purchasing Manager	24	1.0	1.0	54,793
KUF	Purchasing Agent	21	2.0	2.0	78,979
KEJ	Buyer	19	1.0	1.0	32,044
KBH	Administrative Specialist	19	1.0	1.0	38,166
KDY	Senior Purchasing Assistant	18	1.0	1.0	33,466
KDV	Purchasing Assistant	17	3.0	3.0	79,523
Direct Employee Totals			10.0	10.0	379,172
Longevity					5,100
Overtime					500
Benefits					101,180
Total Personnel Cost					485,952